



State of North Carolina Office of Information Technology Services

Michael F. Easley, Governor

George Bakolia, State Chief Information Officer

Memorandum

To: Agency Heads
From: George Bakolia *GB*
Subject: Security Incident Reporting
Date: June 1, 2005

This memo is a reminder that state law requires agencies to report information technology security incidents to my office. While some agencies are doing a good job of complying, all too often I learn about incidents through the news media and other sources.

Proper and timely reporting is important because it enables my office to assist in mitigating damage and guarding against future incidents. With almost daily stories in the news media about identity theft and malicious worms and viruses, the citizens of North Carolina understand the importance of information technology security. We owe it to them to work together to protect personal information and to guard against intrusions that could disrupt services.

Under G.S. 147-33.13, State agency heads are responsible for providing full details about information technology security incidents within 24 hours of confirmation.

An incident is defined in the State of North Carolina's Glossary of Information Security Terms as a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. Further, an IT Security Incident is an adverse event where a North Carolina information technology resource is accessed or used without authorization; attacked or threatened with attack; or used in a manner inconsistent with established policy with the potential to cause the real or possible loss of confidentiality, integrity, or availability of the resource or its information.

To report any incidents, your agency may contact the ITS Information Security Office or complete an incident report on the ITS web site at <https://incident.its.state.nc.us/>.

Ann Garrett in the ITS Information Security Office is the coordinator for incident reporting and can address any questions. She can be reached at Ann.Garrett@ncmail.net or 919-981-5130.

I will be glad to discuss incident reporting or your agency's information technology security with you at any time.

Thank you for your attention to this matter.

cc: Agency Chief Information Officers
Agency Security Liaisons
Bill Willis, Deputy State Chief Information Officer
Ann Garrett, Chief Information Security Officer